



**DISTRICT OF COLUMBIA
PUBLIC SCHOOLS**

Office of the Chief Financial Officer
825 North Capitol Street, N.E., 7th Floor
Washington, D.C. 20002
202-442-5300, fax: 202-442-5304
www.k12.dc.us

Memorandum

To: Office of Management and Administration
Human Resources Division
Office of the Chief Financial Officer

Tour of Duty Agreement

I, the undersigned, agree that my work hours are :

From: _____

To: _____

Employee's Name (Printed)

Employee's Signature

Date

Manager/Supervisor's Approval

Date